

## 2003 ANNUAL REPORT

# Wages Form

Data as of July 1, 2003

## INSTRUCTIONS

Please note that there is one form with which to note both **Salaried Employees** and **Hourly Employees**. This form must be completed and returned by September 15, 2003.

### Defintions:

Salaried Employees are paid on an annual basis..

Hourly Employees are paid wages on an hourly basis

### To fill out the forms

Count individuals who are paid for work done related to library operational duties. Include state agency staff time clearly spent on library operations (i.e., custodians.) Treat individuals hired for one time projects as project contractors and do not count them here.

Please report the library salary and staffing structure for library employees only, in effect on July 1st in the year the report is due. Fill out a form for each position fitting a different category with a unique number of standard work hours per week and/or unique salary or hourly rate. Include positions that are vacant on July 1st but ordinarily are filled. Carefully review the job categories and their definitions. Report by categories that best describe the duties of each library position in the library.

Report a position in more than one category only when 30%-70% of the job duties fit a category. In all other cases, choose only one category to describe a library position. Use one form to report more than one staff in a category when the staff work the same hours/week and are paid the same salary or rate irregardless of the different Official Position Titles used at the Library. If the hours/week and/or salary or rate are different, use another form to report those positions in same category. Only seasonal pay and hours should be averaged, using a 52 week period. Do not average any other pay or hours on the form for other positions. For each position, indicate when the incumbent holds an MLS degree (defined as a degree from a graduate library school accredited by the American Library Association or an equivalent certificate from a state that awards such certificates.) Grandfathered individuals are not counted as individuals holding an MLS. Give the position title used in the library for each form filled out. Report vacant positions and note them as vacant in the position title data element. Fill out a form for each unique position..